



**Vacancy Announcement**  
**Sidewalk Inspector (Part-time)**  
**Open until filled**  
**Payrate: \$15.00 per hour**

The City of Wheeling is in search of its next Sidewalk Inspector. Under the immediate direction of the Assistant City Manager the Sidewalk Inspector will serve and support the maintenance and continued improvement of the City's sidewalks. The Sidewalk Inspector will support the City's administration in the following ways:

- Responsible to walk sections of the City to Inspect sidewalks within the public right of way.
- Works to ensure compliance with established sidewalk criteria.
- Assesses the state of City sidewalks, documenting the square footage of the sidewalks that fall below previously noted established criteria.
- Responsible to research properties, and related property owner responsibilities, related to subject deteriorated sidewalks.
- Develops, implements, and manages the City of Wheeling Sidewalk Repair Program, including but not limited to enforcement and oversight regarding private property contracts and City of Wheeling contractors. Recommends design and management of assessment and payment criteria related to sidewalk repair.

Applicants meeting the following minimum qualifications are encouraged to apply:

- High School diploma and three (3) years related experience.
- A valid driver's license is required

The following knowledge, skills and abilities are preferred as a successful candidate for this role:

- Knowledge of the tools, equipment, and materials common to sidewalk repair and maintenance.
- Knowledge of applicable standards and regulations.
- Skill in interpreting and explaining codes, standards, and regulations.
- Skill in interpersonal communication skills.
- Skill in observing safety standards and policies.
- Skill in operating assigned computer and software.
- Skill in the use and care of tools and equipment in the workplace.

This is a noncompetitive, exempt position.

Interested applicants can apply by contacting:

City of Wheeling  
Office of Human Resources  
1500 Chapline Street, Suite 301  
Wheeling, WV 26003  
304-234-3694  
[humanresources@wheelingwv.gov](mailto:humanresources@wheelingwv.gov)

***The City of Wheeling is an Equal Opportunity Employer and prohibits discrimination in any aspect of employment. The City shall provide equal opportunity to all qualified employees and applicants for employment without regard to race, creed, color, sex, religion, national origin, age, disability, veteran status, political affiliation or other characteristics protected by law. In addition, the City complies with applicable state and local laws governing non-discrimination in employment. The City will take positive action to ensure fulfillment of this policy in all areas of employment.***